

## Deadlines

To qualify for *any* discount in 2014:

- You must complete the health screening—**step one**—by **December 31, 2013**, and
- Complete Cigna's online health assessment—**step two**—by **January 6, 2014**.

If you complete both steps after October 25, 2013, the discount will not show on your confirmation statement. You will be able to see the discount in your paycheck on January 22, 2014.

If you do not see your discount in your January 22, 2014 paycheck, contact HCBD.

Are you **JOINT CORE** (meaning you and your spouse are SOM employees and cover dependents on your plan)? Do you have one or two dependents age 18 or older covered on your plan? We have great news for you! If both employee spouses complete the steps and are tobacco-free, you qualify for the discount of \$40/month for your combined benefits payment.

If one or two of your eligible dependents complete both steps and are tobacco-free, you can save for each of them, too. That means you can save up to \$80/month on your benefits payments. For joint core members that is a **potential savings of \$960/year**. Remember... in this scenario "eligible dependents" refers to children age 18 or older covered on your plan.

Go to [www.benefits.mt.gov](http://www.benefits.mt.gov) under Health Screenings for FAQs with more details about the discount.

CareHere!



### CareHere

[www.carehere.com](http://www.carehere.com)

[help.montana@carehere.com](mailto:help.montana@carehere.com)

Helena: (406) 444-9930; (406) 502-1355

Billings: (406) 969-5115

Miles City: (406) 234-0123

All health centers: (877) 423-1330

### Cigna

[www.cigna.com](http://www.cigna.com)

[stateofmontana@cigna.com](mailto:stateofmontana@cigna.com)

(855) 692-0131

### Health Care and Benefits Division

(800) 287-8266; (406) 444-7462;

Hearing impaired TTY (406) 444-1421

[benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov)

[www.benefits.mt.gov](http://www.benefits.mt.gov)

## HEALTH SCREENING TWO STEPS



**The health screening discount  
has DOUBLED for 2014!**

To get the discount requires **TWO STEPS** (details inside). Yes, getting the discount is a little more work than it was in the past, but the savings and long term benefits are worth the bit of extra work on our part.

**Discount for completing the two steps:**

\$10 per month

**Discount for being tobacco-free:**

\$10 per month

That means you can **save \$120 in 2014** for yourself (or **\$240** for yourself **if you are tobacco-free**). *You tell us in Cigna's online health assessment if you are tobacco-free.*

The same discounts apply to your spouse or dependent child age 18 or older covered on the plan who completes both steps—saving you **up to \$480 per year!**

The most discount you can receive is \$40 per month or \$480 per year.

*There is one exception to the discount maximum: Joint Core. See the joint core section on the back for details.*

## Step 1: Health Screening

You may schedule your health screening at any of the three Montana Health Centers.

### Deadline December 31, 2013

Whether you have your health screening at a health center or at one of the health screening events provided by CareHere, you need to be registered in the CareHere system to make your appointment.

- If you have already registered at [www.carehere.com](http://www.carehere.com) to be seen at a health center, you do not need to register again using the code below. Skip to #9 and use your current login information.
- Use the Access Code **MANA9** (you will only need to enter this code the first time you register).

**If you are already registered at CareHere, go straight to # 9.**

### To register for the first time

1. Go to [www.carehere.com](http://www.carehere.com)
2. Click **MEMBER LOGIN** (top left)
3. Click **I NEED TO REGISTER FOR THE FIRST TIME WITH MY ACCESS CODE** *Note: If you already registered, use your existing login; skip to #9.*
4. Enter access code **MANA9**, click **GO**
5. Click **NEXT** to confirm the code
6. Click **I AGREE WITH THE STATEMENTS ABOVE** - Read the statements!
7. Enter your information and click **UPDATE** when finished
8. Answer the health questions and click **UPDATE** at the bottom of the form— You are registered!
9. Go back to [www.carehere.com](http://www.carehere.com) and click on **MEMBER LOGIN** and log in

10. Click on the calendar (top right) to select the location and date you want to have your health screening
12. Choose your appointment time by entering your last name in the space by the time slot, then press **CLICK TO MAKE AN APPOINTMENT**
13. Select your name from the drop down menu that appears and click **CONFIRM THE APPOINTMENT**

That's it! You are registered and have scheduled your health screening.

**Need help? Call CareHere at (406) 502-1355, (406) 444-9930, or (877) 423-1330.**

## To complete step 2, you'll need your health screening results.

### How to Retrieve Health Screening Results

*CareHere also refers to health screenings as Health Risk Assessments (HRA) which is why you may see that term when you download your results.*

**Step 1:** Go to [www.carehere.com](http://www.carehere.com)

**Step 2:** Click on **MEMBER LOGIN**

**Step 3:** Enter your username and password; click **GO**

**Step 4:** Click **REPORTS** (bottom left)

**Step 5:** Click on **RUN HRA** – LabInsight / Biometric Report (center top)

**Step 6:** After reading click on **I AGREE—VIEW REPORT** (center)

**Step 7:** A new browser window will open containing your health screening/HRA results. To print, click **PRINT** (top center); scroll down to view the report online

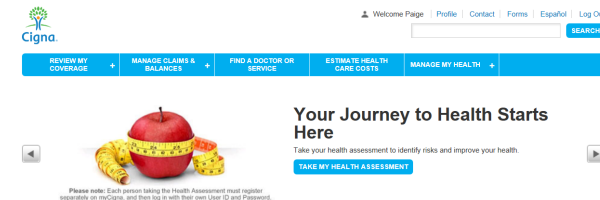
*You are ready to complete Cigna's online health assessment, the second and final step toward getting your discount in 2014.*

## Step 2: Cigna's Online Health Assessment

Go to [www.myCigna.com](http://www.myCigna.com) and log in.

### Deadline January 6, 2014

The first time you go to this site, you will need to register. Once you register and log in, the home page has six slides that automatically scroll past. You are looking for the apple with the tape measure around its waist:



## Click on **TAKE MY HEALTH ASSESSMENT**.

Answer the questions in the health assessment using the results of your health screening.

That's it—you have completed both steps and will have your discount in 2014!

Remember: Attending a health screening **AND** completing Cigna's online health assessment in 2013 are both required to get your discount in 2014.